

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-109

OPENING DATE: 4 April 2008

CLOSING DATE: 5 May 2008

ANTICIPATED FILL DATE: 8 Jun 08

POSITION TITLE AND NUMBER

Surface Maintenance Mechanic Supervisor
PDCN 70745000, MD #: 5121-10

UNIT/ACTIVITY AND DUTY LOCATION

Field Maintenance Shop # 1 (FMS 1)
NCARNG, Asheville, North Carolina

GRADE AND SALARY

WS-5801-10 \$25.29 - \$29.57 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 36 months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of automotive repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant **will not** be approved until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Officer/Warrant Officer/Enlisted position in the NCARNG is mandatory (Q: 90A, 91A; WO: 91; Enl. CMF: 63; MOS; 14J/T, 88L/P)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Plans use of subordinate workers, equipment, facilities, and materials on a week-to-week or month-to-month basis. Establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor. Coordinates work with supporting or related work functions controlled by other supervisors. Determines the number and types of workers needed to accomplish specific projects. Determines skills, materials, and equipment required to do the work. Redirects individual workers and resources to accomplish unanticipated work. Informs the supervisor of the need to revise work schedules and re-estimate labor and other resources. Participates in the initial planning of current and future work schedules, staffing needs, estimates, and recommendations as to scheduling projected work. Assists the supervisor with quarterly funding distribution and decisions, based on operational needs for units supported by customer activities. Reviews funding requirements, prioritizes request and allocates funding based on readiness, training, and mobilization requirements. Provides management with workload data, estimates, and recommendations to facilitate more effective management decisions for staffing and funding requirements to support customer units. Assigns tasks to be performed based on readiness and explains work requirements, methods, and procedures. Investigates work related problems such as excessive costs or low productivity and determines causes. Implements corrective actions within their authority to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Ensures work in progress and completed work meets established standards by implementation of a Quality Control and Assurance program within the organization. Ensures equipment repairs do not exceed maintenance expenditure limits in accordance as established by regulation and or policies. Effectively, efficiently, and economically makes adjustments as necessary to maximize production, accomplish specified tasks, and manage resources. Notes work related problems and independently implements corrective actions, which can be taken without affecting work operations controlled by other supervisors. Assures tools, special tools, test measurement and diagnostic equipment, personal protective equipment, repair parts, petroleum, oils and lubricants, and other materiel are available when needed. Manages maintenance backlog through coordination with other maintenance activities. Evacuates and accepts equipment, repairs, and services to and from other maintenance facilities. Plans and establishes overall leave schedules. Determines training needs of subordinates and arranges for accomplishment. Sets performance standards, and makes formal appraisals of subordinate work performance. Initiates recommendations for promotion or reassignment of subordinates. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Performs non-supervisory work, such as, transporting equipment, performing maintenance tasks, etc. Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and federal regulatory Occupational Safety and Health, and environmental requirements. Ensures use of quality conformant products through compliance with established materials shelf life programs. Ensures all aspects of Force Protection to include physical security, facility and vehicle key control, property accountability, access control and employee protection in accordance with established policies and regulations. Implements procedures to account for all real property, installation property, MTO&E (Modified Tables of Organization and Equipment) property, TDA (Tables of Distribution and Allowances) property, and installed equipment located at or assigned to the facility in accordance with state and federal regulations and policies. Ensures subordinates are trained, qualified, and equipped with proper personnel protective equipment, environmental mediation equipment and materials. Ensure the employees wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1